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10 October 1974

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting with the Director - Annual Personnel Plan

1. On 9 October 1974, Mr. Janney and I met with Mr. Colby to discuss the FY 75 Agency Annual Personnel Plan. We presented a draft of the Agency's consolidated APP and a draft of the Career Service comparative charts. The comparative charts were prepared with gross numbers for all of the basic APP chart information except the Fitness Report profiles, the Average Age and Time-in-Grade for professional promotions and professional complement, and Significant Changes in personnel needs.
2. Mr. Colby reviewed both reports page by page and discussed the various goals and percentages. He appeared to be satisfied with the presentation, and asked that it be made up in final with some pinpointing ("red circle") of certain comparative statistics such as EEO staffing and promotion percentages, some comparisons between Career Services on EEO staffing, rotational plans, etc. In other words, he asked that interesting information revealed by the APP numbers be noted for the Management Committee meeting and DDs review.
3. He did ask that I go back to DDO and have the "Communications" goals redone to reflect that each Division at least have one general meeting scheduled in FY 75.
4. At the end of the review we discussed Agency reaction to the APP. Mr. Janney noted that some senior officers had complained to him they saw no use for it. He told Mr. Colby that he had suggested that they review it and use it for measuring their goals and progress. He also noted that when he briefed various MAGs and at Mid-Career briefings he found many of the people in these groups had never heard of the APP...or in some cases the PDP. He commented that OP is making the information a part of personnel briefings to Agency groups, and that we needed another few years, and some guidance to managers on what it does and how to use it. Mr. Colby then noted that he could see no other way for him to get a picture of the personnel planning for the Agency as a whole, as well as by the individual Career Services. He obviously wants it.
5. The only charts Mr. Colby queried for their value or use were the training courses. We can check this next year to see if OTR wants it as a check against the advance plans submitted by the Career Services. If not, it could probably be dropped. I suspect Mr. Colby would want the language report continued; he wondered why we didn't have more in language training, but we pointed out that the need in the DDS&T is nil and relatively low in DDA as well as in many of the DDI offices. Hence the total, which is primarily DDO, is probably quite realistic.

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